



BULLETIN  
OF THE  
CALIFORNIA  
LIBRARY  
ASSOCIATION



DECEMBER 1940

VOL. 2

NO. 2

The past year has seen an ever increasing  
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Harley H. Bryant - - Oakland

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Volume 2

December 1940

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## CALIFORNIA LIBRARY ASSOCIATION BULLETIN

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Jean Casad, Executive Secretary

Grace Murray, Editor

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## MARK THESE DATES ON YOUR CALENDAR

DATE	GROUP MEETING	PLACE	TIME	SUBJECT
Dec. 1, 1940—School Lib. Asn. of Calif., Northern Sec.	Women's City Club, San Francisco.	Brunch, 11 a.m.	Council meeting; "The Americas."	
Dec. 4, 1940—Sec. for Library Work with Boys and Girls.	Wald Book Shop, Oakland.	Dinner.....	"Roundabout" book reviews.	
Dec. 6, 1940—Northern Calif. Reg. Group of Catalogers.	Hotel Benjamin Franklin, San Mateo.	Dinner, 6:30 p.m.	Speaker: Florence Craig.	
Dec. 7, 1940—School Lib. Asn. of Calif., Southern Sec.	Pig'n' Whistle, Los Angeles.	Breakfast.....	Books for Christmas buying.	
Dec. 10, 1940—Professional Librarians' Forum.	Women's Athletic Club, Los Angeles.	7:30 p.m.	Lectures. 35c.	
Dec. 11, 1940—L.A. Public Library Institute Meeting.	Los Angeles Public Library.	4:00 p.m.	"Books of 1940"	
Dec. 11, 1940—L.A. County Public Library.	Branch Library to be announced.	Breakfast.....	"The Physical Book and Its Record."	
Dec. 24 week—Special Libs. Asn., Social Sciences Group.	L. A. County Library, meeting room.	7:00 p.m.	Quiz Program on Documents.	
Dec. 14, 1940—School Lib. Asn. of Calif., Southern Sec.	Chapman Park Hotel, Los Angeles.	Dinner, 7 p.m.	Institute Session. Authors' dinner.	
Dec. 27-30, 1940—A.L.A. Midwinter Meeting.	Drake Hotel, Chicago			
Jan. 4, 1941—School Lib. Asn. of Calif., Southern Sec.	Pig'n' Whistle, Los Angeles.	Breakfast.....	Current books, books for junior college.	
Jan. 8, 1941—Sec. for Library Work with Boys and Girls.	Wald Book Shop, Oakland.	Dinner.....	"Roundabout" book reviews.	
Jan. 8, 1941—L.A. County Public Library.	Branch Library to be announced.	Breakfast.....	"Historians All!"	
Jan. 9, 1941—Professional Librarians' Forum.	Women's Athletic Club, Los Angeles.	7:30 p.m.	Lecture. 35c.	
Jan. 17, 1941—Special Libs. Asn., San Francisco Bay Region.	San Francisco	Dinner.....	Progress report committee chairman.	
Jan. 28, 1941—Pub. Lib. Executives of L. A. County.	Los Angeles Public Library	To be announced.		
Feb. 1, 1941—School Lib. Asn. of Calif., Southern Sec.	Pig'n' Whistle, Los Angeles.	Breakfast.....	Book reviews.	
Feb. 5, 1941—Sec. for Library Work with Boys and Girls.	Wald Book Shop, Oakland.	Dinner.....	"Roundabout" book reviews.	
Feb. 8-9, 1941—Portola District, C.L.A.	Hotel Petaluma, Petaluma.	Sat. noon, Sun. a.m.	"Lib. in America's Defense Prog."	
Feb. 11, 1941—Professional Librarians' Forum.	Women's Athletic Club, Los Angeles.	7:30 p.m.	Lecture. 35c.	
Feb. 15, 1941—C.L.A., Southem District.	Laguna Beach.	Dinner.....	To be announced.	
Feb. 20, 1941—Special Libs. Asn., San Francisco Bay Region.	San Francisco	Dinner.....	Visit Golden State Company Library.	
Mar. 1, 1941—School Lib. Asn. of Calif., Northern Sec.	Piedmont High School, Piedmont.	Breakfast.....	"Lib. in Relation to Junior High School."	
Mar. 1, 1941—School Lib. Asn. of Calif., Southern Sec.	Pig'n' Whistle, Los Angeles.	Dinner.....	Book reviews.	
Mar. 5, 1941—Sec. for Library Work with Boys and Girls.	Wald Book Shop, Oakland.	Dinner.....	"Roundabout" book reviews.	
Mar. 17-19, 1941—California County Librarians.	Sacramento		To be announced.	
Mar. 21, 1941—Special Libs. Asn., San Francisco Bay Region.	Berkeley	Dinner.....	"Selecting Subject Headings"	
Mar. 30, 1941—School Lib. Asn. of Calif., Northern Sec.	Women's City Club, San Francisco.	11 a.m.	Book brunch and Council meeting.	
May 3, 1941—School Lib. Asn. of Calif., Northern Sec.	Marin Junior College, Kentfield.	10 a.m.	Annual spring meeting.	
June 19-25, 1941—A.L.A., 63rd Annual Conference.	Mechanics Hall & Hotel Statler, Boston.			
Oct. 16-18, 1941—C.L.A., 46th Annual Meeting.	Del Monte		To be announced.	

## LIBRARIANS AND WAR

### AN EDITORIAL

For twenty years librarians have been in sympathy with pacifism. And now, overnight, we are called upon to get in step with a program of military preparedness. This sudden change is bound to make confusion, if not in our own minds, then in those of the young idealists for whose nourishment we have recommended peace-praising books. Thus it is not astonishing when a California poet writes to us in anger, "I will kill no man. I will not degrade everything fine in me. For these twenty-eight years of my life our culture — the schools, the churches, the libraries — has shown, pointed, insisted that war is a crime and the winner loses. Do they think they can annul that in a month? What do they take us for? What do they think we are?"

This is hard to answer without getting out of step with the times. Ours partly is the responsibility for having impaled our sensitive youth on the horns of this dilemma. For them to be true to the ideals which we have fostered means being branded as a slacker, or in today's jargon, a fifth columnist.

Rather than convert our libraries into recruiting stations, we might better take advantage of current interests to place in readers' hands our own best stock in trade — books of great honesty and wide vision. Wartime is a time of rising nationalistic pride. Hence today's spate of historical novels. Let us wade through them, upstream to the fountainheads of American literature, re-reading and urging others to read the books of Emerson, Thoreau and Melville, Whitman, Twain and Howells. Let us guide the eager reader down all the fascinating byways reopened by Van Wyck Brooks in his New England masterpiece, and help him

to discover our intellectual heritage as revealed in the symposium *Books That Have Changed Our Minds*. Above all let us read books as we have never read them before. Read books to save our souls and to save the souls of others. There is no sorrier figure than that of the librarian who does not read, and periodically reread, the great books. His is surely the lowest circle in Dante's place.

During the days when France fell it was our melancholy fortune to have to prepare for cataloging a large collection of books dealing with the first World War. It was a painful task. History was repeating itself with fantastic new variations. But no matter what our private feelings, there will be a growing popular interest in books about war. We are a sadder, wiser people than we were twenty-odd years ago. Another *Over the Top* success seems hardly probable. In this sorry time can we not choose from the old and new war-books those which neither condemn nor glorify, yet which portray with artistic intensity the sad plight of this warm-hearted, loving, murderous self-butcher, the human animal? Those books which see war clearly for what it is, and do not lie, and yet are free from preaching: the stories of Ambrose Bierce, the poems of Wilfred Owen, Rilke's *Wartime Letters*, Dorgelès's *Les Croix de Bois*, Sons of Cain by Wilfred Saint-Mandé, and Hemingway's *A Farewell to Arms* and his greater *For Whom the Bell Tolls*.

There can be no farewell to arms, at least not in our time. It is our destiny to bear them anew. But they must not be turned against ourselves. What hideous spectacle to behold the agents of Germany, Italy and Spain loosed in

France to hunt down their own countrymen, whose liberal opinions had caused them to seek sanctuary under the tricolor! We must bear arms to keep our country free from such horrors, both from within and without. For us in the

libraries there can be no better armor to don and to offer to our readers than the great, strong, true books which the human spirit has forged from the bitter elements of experience. L. C. P.

## WARTIME ACTIVITIES OF BRITISH LIBRARIES

WILLARD O. YOUNGS

*Acting Reference Librarian, Stanford University Library*

"Librarians of towns likely to be evacuated are asked to send a list of staff, with the qualifications and experience of each member, to the Secretary of the Library Association, and authorities requiring staff are asked to notify him of their needs. It is hoped in this way to assist evacuated library personnel and, at the same time, to provide experienced staff where it is needed."

The preceding quotation from the *Library Association Record*\* is illustrative of the way the library service of Great Britain is meeting the opportunity of demonstrating to the country the value of the contribution it can make to the national effort in time of war.

Early in the war it was recognized by librarians that the public libraries could be of national importance in maintaining public morale and continuing their normal services. There was reason to believe, however, that many of them would have their work seriously hampered by their staffs or buildings being devoted to other purposes.

In an effort to determine the Government's position on this matter, the question was presented in the House of Com-

mons on June 19th, 1940, to the President of the Board of Education as to whether the public library services in Great Britain are regarded by the Government as services of national importance; and whether these public library services will be entitled to the necessary materials for maintaining their stocks in a reasonable condition of service.

The answer to the first question was in the affirmative, while the question of the supply of materials for bookbinding was referred to the Minister of Supply.

At the beginning of the war it became the general practice to remove guide books, maps and vital photographs and place them under the charge of the chief librarian for issue only to persons whose "bonafides" could be proved. These policies were discussed with the government and had the approval of the government departments concerned. It is noteworthy that the librarians were expected to exercise their own discretion in removing whatever might appear to be of value to the enemy.

Another activity engaged in is collecting books and funds from the general public in order to send parcels of literature to ships on which there are no other libraries — minesweepers, trawlers, drifters, boom-watchers, and in some cases

\* The information for this article was largely gleaned from the *Library Association Record* for July, 1940, with some assistance from the *Times*.

balloon barrage units which have no library provisions. This work is done through the Sea War Library Service, a united effort of the Seafarer's Education Service and the British Ship Adoption Society, whose work in linking ships of the merchant marine with the schools of the country is well known. Over sixty public libraries are cooperating in this service and over 25,000 books and an equal number of periodicals have been issued to ships. That this service is appreciated, there is no doubt. Many letters have been received from men afloat acknowledging their gratitude. Approximately twenty-two of these vessels had been reported lost in July of this year.

Of particular note has been the work in evacuation areas. Here over 250,000 books have been transferred to reception library authorities for the purpose of providing a service to evacuated children. In many cases evacuation authorities maintained a service of books to their own evacuated schools.

The Library Association Council early set up a sub-committee to examine the possibilities of providing libraries for men in the Navy, Army and Air force. This committee conferred with representatives of the services and other bodies interested in the matter, and by the end of 1939 about 200,000 pocket editions and books of lighter nature had been sent out, preference being given to men in small detachments. Small libraries have been set up in military establishments and are being placed in charge of trained librarians. A card charging system has been introduced, and it is

planned to make available the services of the National Central Library and Regional Bureaus through interlibrary loans in the same way as for an ordinary public library.

The system of interlibrary loan cooperation has proved a particularly valuable contribution to the prosecution of the war. Government departments, research associations, and firms and persons doing work of national importance have borrowed scarce works freely. This has received much publicity in the press, and, as a result, contact has been made with a number of bodies and persons who were not previously aware of the service available.

It now appears likely that the librarian may be called upon to perform the work of the Information Officer. The Ministry of Information, anticipating the possible time when the usual means of communication have ceased to function, has set up Local Information Committees in almost every area. Carefully selected display points have been chosen where emergency bulletins may be sent. Librarians are being encouraged to aspire to be either Information Officers, or at least a member of the Information Committee.

It may be said that librarians can view with satisfaction that the activities of libraries generally have shown such an increase, and have so conclusively demonstrated their value to national effort in time of war, that it now appears difficult for any short-sighted authority to have any logical basis for reducing the financial support given to library service.

## COMMITTEE ON INTELLECTUAL FREEDOM

HELEN E. HAINES, Chairman

The recently appointed Committee on Intellectual Freedom to Safeguard the Rights of Library Users to Freedom of Inquiry, to give its imposing title in full, has held no meeting, but has been in correspondence concerning the objectives of the committee, with particular attention to a matter that by implication at least comes within its field of interest. This is the article by O. K. Armstrong, in the *American Legion Magazine* for September, 1940, which, under the title, "Treason in the Textbooks," attacks so-called subversive literature and lists about forty publications with the demand that they be removed from school use and school libraries. As this attack is directed entirely upon public high schools, and as school policies are the business of the school authorities, it does not seem to come specifically within the province of our committee; but the nature of the attack itself and the methods that it represents are of concern to all engaged in library service, and justify brief comment from that standpoint.

The article in the *American Legion Magazine* is apparently the latest manifestation in a campaign carried on for more than a year by the Advertising Federation of America, designed to counteract the effect of the Consumers' Union and the U. S. Bureau of Standards in their endeavor to enlighten the public on the actual qualities of commodities, foodstuffs, and popular nostrums widely used and advertised. Stuart Chase and F. J. Schlank, in their book *Your Money's Worth* (1927), gave the first popular impetus to this endeavor; and it is interesting that this title is cited in the Legion's blacklist as "pointing the finger of suspicion toward advertising."

The Advertising Federation campaign,

however, was especially concerned over analytical discussion of advertising being introduced into high school textbooks, and has centered its activity upon *An Introduction to Problems of American Culture*, one of Harold O. Rugg's series of Social Science Textbooks. A good many of these books have been under fire for their critical discussion of social and political topics; and there would be a strong appeal to one-hundred-per-cent patriots in the argument that anything prejudicial to advertising would undermine confidence in American institutions.

The blacklist gives first place to the Rugg Social Science Textbooks and other publications (17 titles in all). It also includes the four well-known periodicals published by the Civic Education Service in Washington, and used in classrooms all over the country — an inclusion which brought immediate refutation, and a prompt retraction from the *American Legion Magazine*, stating that these titles had been "inadvertently included." This retraction, it may be added, appears in the *American Legion Magazine* for November and the *American Legionnaire* for October 15. Among other publications placed in the blacklist are Charles and Mary Beard's *Rise of American Civilization*; three of Dr. George S. Counts' books; *We, the People*, by Leo Huberman (listed in *Booklist*, February, 1933, p. 184); Minehan's *Boy and Girl Tramps of America*, important social document of the depression years (listed in *Booklist*, September, 1934, p. 12); Carl L. Becker's *Modern History*; and the *Conclusions and Recommendations of the Committee on Social Studies of the American Historical Association*. After publication, the arti-

cle was reissued as a pamphlet and given wide distribution by the advertising department of the *American Legion Magazine*.

It is certainly desirable that librarians should be familiar with the background and progress of this attack on publications long used and widely known in schools and libraries. The committee therefore offers the following brief list of material, which casts a good deal of light on the situation, and suggests that librarians read for themselves the articles cited, and also, for their own edification, go carefully over the Legion blacklist, in the light of their own familiarity with the books it includes. On such a base of understanding, librarians ought to be able to meet with reason and effectiveness any attempt to carry this campaign into their own field of public service.

*Publishers' Weekly*, June 22, 1940, p. 2345: article concerning removal of the Rugg books from the Binghamton (N.Y.) schools. This removal (over protest of the school superintendent) was made as result of charges against the books brought by Merwin K. Hart.

Kirchwey, Freda: article, "Hart on Democracy," in the *Nation*, Sept. 28, 1940, p. 260.

*Publishers' Weekly*, Sept. 28, 1940, p. 1322: article giving full details of the present campaign against the Rugg books and discussing the *American Legion Magazine* article.

*Publishers' Weekly*, Oct. 12, 1940, p. 1492; article giving further details.

*The Civic Leader*, published by Civic Education Service, Washington: issue for September 30, 1940, containing the *American Legion Magazine's* retraction of its references to Civic Education Service publications included in its list; also with a full review and summary of the affair.

Heaps, Willard: article in School Libraries section of the *Wilson Bulletin* for October, 1940 (p. 172-173), referring to the Rugg books; and very interesting in its summary of Nazi propaganda material, and its suggestions for school library policy concerning these problems.

## THE EDITOR'S CORNER

We hope there is something in this issue of your association quarterly that will appeal to the interests of all members. It has been the aim of the Publications Committee to broaden the scope and content of the *Bulletin*, while maintaining it primarily as an outlet for C.L.A. material worth recording.

We all are members of the association because we are librarians or friends of libraries, interested in the progress of the profession and of library service in California. We believe the publication each quarter of news, reports and survey studies from members of this library association will provide for a regular and frequent exchange of facts and ideas such as has not been possible when members came together just once each year in a general meeting.

We are remembering, too, that staff members in small libraries do not have access to much of the professional literature that is subscribed to regularly by libraries with larger budgets. While no single publication can be all things to all persons, the cooperation of our C.L.A. members in contributing material can, perhaps, give to the *Bulletin* some touch of profundity, air of liveliness and eloquent sincerity of expression, so that everyone will find at least a bit here and there especially to his own liking.

## INDEX

Because delivery of the September *Bulletin* was delayed greatly, the notice on page 5 of that issue was not effective for the date originally set. For that reason, requests for copies of the Index to volume 1 of the *Bulletin* will be accepted throughout December. Send orders on the form included in the September issue to the Executive Secretary of C.L.A.

## **LET US LOOK OURSELVES**

Underlying considerations of staff and public relations is to be found the philosopher's premise that a problem is already half solved when it is clearly and fully stated. In fact, in questions relating to personnel, the give-and-take of honest, free discussion often brings us more than half way through our problems. By meeting on common ground, sharing experience and bringing group intelligence to bear on each point, we arrive at a solution, policy or course of action through a cooperative democratic process.

Growing out of the discussion method is enlightenment and a staff spirit which permeates the entire library. Through the staff association, conferences and committee responsibilities, the individual assistant participates in the solving of common problems; he feels himself a more vital part of the institution, and he is. Better informed, he is better equipped to interpret the library's rules and policy to the public; he is happier in his work because of the recognition given to his contribution; this makes him a better neighbor for his fellow assistants, with the result for all that the work is better done.

The procedure and technique of modern management and personnel administration, as discussed in the following articles, point the way to improved relations,—within the library staff and, consequently, with the public it serves. The progress of California libraries<sup>6</sup> in this direction is informing and rewarding reading.

—JOHN D. HENDERSON, President,  
*California Library Association*

## AN EMPLOYEE RELATIONS CLINIC

LOUIS J. KROEGER  
*Executive Officer, State Personnel Board*

On the day before the opening of the sixty-first annual meeting of the American Library Association in San Francisco in 1939, a group of library administrators, library school directors and personnelists joined in a one-day institute on personnel administration. In the brief span of one day the personnel problems of "The Librarian from Recruitment to Retirement" were discussed. The interest shown and the progress made in that pioneering project were important factors in the circumstances which led to a further study of personnel problems through the medium of an Employee Relations Clinic, conducted throughout the sixty-second annual meeting of the Association in Cincinnati.

At the outset, it should be emphasized, as it was in opening the clinic, that the library does not ordinarily have a problem of "employer-employee relations" in the sense that that term has come to be known through the management vs. labor conflicts of industry. In the public service (and for all practical purposes in this discussion the privately financed library may be regarded as in public service) the employer-employee relationship cannot exist in the same sense as it exists in industry. In public service we all have a common responsibility to the public, and whether administrator or rank and file employee, are all employees. The employer is the general public, but there is no machinery through which we can have the same close association as exists between labor and management in industry. Furthermore, in public service there is no basic conflict of interest as exists between labor and capital in the effort of each of them to obtain a greater share in the division of income between profit and wages.

Yet there are many real problems inherent in the relationship between administrators and employees in public service; problems which sometimes threaten the effectiveness of service through the distracting and demoralizing influence of poor personnel relationships. It was to deal with these vexing problems of relationship that the clinic immediately concerned itself, substituting the concept of "administrator" for that of "employer" as representative of one phase of the relationship.

The operation of the clinic required its division into two sections, one for administrative librarians from libraries having staffs of twenty-five employees or more, and the other for employees from libraries of the same size. The discussion in each section followed the same outline and was conducted by the same leaders. In addition to the presentation of a topic each day by the clinic leaders, those in attendance engaged in the discussion. The discussion from the floor in the two sections tended to emphasize somewhat different points of view, and the attitude of each section was brought to the attention of the other by coordinators who attended both sessions.\*

Attendance at the clinic was based on advance registration and the registrants were asked to report in advance the topic they would prefer to have discussed. The number and variety of individual topics

\* The clinic leaders were Louis J. Kroeger, Executive Officer, California State Personnel Board, and Eleanor Hitt, Assistant State Librarian, California. Coordinators were Amy Winslow, representative of the A.L.A. Board on Salaries, Staff, and Tenure; Pearl Fields, member of the Steering Committee of SORT; Margaret Hickman, Chairman of SORT; Ruth Shapiro, Staff Secretary of SORT; Lucy Morgan, former member of the Board on Salaries, Staff, and Tenure; Gretchen Garrison, representative of the Junior Members Round Table.

suggested was too great to reproduce in this article, but they prompt a few general observations. Many of the suggestions show the need for a closer, franker consultation with the personnel agency in the jurisdiction in which the library is situated, or show that in some places a personnel agency needs to be established or reformed if already in existence.

Many others of the proposed topics reflected a mutual desire of the administrator and of the employee to get together on a common ground of understanding for the discussion of mutual problems. Still other suggestions, by their very tone, spoke of a mutual distrust and antagonism which emphasized the responsibility of the clinic to reach a basis for amicable discussion of problems.

Some suggested topics were generalizations obviously drawn from isolated individual experiences which are probably charged heavily with personality clash. That type of individual relationship which has become difficult is beyond the possibility of solution in any such general meeting as the clinic.

It is impossible to report here the complete discussions of the one-week clinic, or the full outline used by the clinic leaders for their general guidance. The general scope of the clinic's work is shown in a topical list of the subject matter, which covered most of the points in which the registrants had expressed interest. These five major topics were: Classification of jobs (method, purpose, forms, and need of such classification); pay and other rewards (pay plan, pay adjustment, other rewards, such as: promotion, tenure, sick leave, vacation, retirement); service reports (objectives, methods of reporting and rating); working conditions (physical working conditions, employee

welfare, terms of employment); internal relationships (staff organizations, administrative cooperation with staff, relationship with Board of Trustees or other governing authority).

The closing day of the meeting was devoted to a general session of both sections. A portion of the time was given over to summaries by the coordinators, and the balance of the discussion from the floor of remaining problems. The tone and content of that last discussion were satisfying proof that the primary objective of the clinic had been attained. Both administrators and employees amply demonstrated an intelligent appreciation of the principles and techniques of personnel administration developed during the week, but more important, showed an attitude toward each other of understanding, tolerance and helpfulness.

A brief introduction to the problems and techniques of personnel administration, in the limited time and in the presence of many other interests which demand attention at an annual meeting, cannot assume to provide a thorough education in the subject. Such a clinic, however, has well justified itself if it has implanted in the minds of those in attendance even a general appreciation of the problems that exist and a familiarity with some of the methods available for solving them. This point is well summarized in editorial comment on the clinic appearing in the June 15, 1940, edition of *The Library Journal*, which concluded with the statement that "The worth of such meetings lies in the afterglow that continues to burn when the group enthusiasm is past, and serious thought about 'my library' has resulted in ideas that would not have otherwise been conceived."

## DESCENDANTS OF THE SENATE

GRETCHEN KNIEF

Librarian, Kern County Free Library

Staff associations, though they have become front page news in library periodicals in recent years, are not of particularly recent origin, even in California.\* As early as 1896 *Public Libraries* reported that such an organization had "flourished in Providence, Rhode Island, for the past six years."

The western coast saw its first association a few years later during the colorful career of Charles Fletcher Lummis, who introduced the idea while librarian of the Los Angeles Public Library. As Gladys Caldwell wrote in her discussion on the association some years ago, "In the romantic period of the library's history (1905-1910) Charles Fletcher Lummis, 'editor, explorer, author, critic, historian, lexicographer, organizer and director of several public utilities', was incidentally the City Librarian. It was he of the corduroy, the red sash and the Stetson, who organized the ancestor of the Staff Association, the Library Senate." This Library Senate was composed of department heads, assistant department heads, and three delegates chosen by staff members. It is, of course, a far cry from the days of the Library Senate to the present active staff association of the Los Angeles Public Library, but the germ of the idea was present. In Oakland, the staff association was founded in 1917, "primarily to raise salaries." Only the strictly professional groups including all heads of departments and the librarian could become members.

\* Public libraries participating in this study were:

Alameda County	Palo Alto
Alhambra	Pasadena
Berkeley	Petaluma
Beverly Hills	Pomona
Fresno	Redlands (A. K. Smiley)
Glendale	Sacramento City
Kern	Sacramento County
Lodi	San Diego City
Long Beach	San Diego County
Los Angeles City	San Francisco
Los Angeles County	San Jose
Oakland	Santa Barbara
Orange County	Santa Monica
	Stanislaus

Thus some staff associations today can already look back on a quarter century or more of service. However, with the organization of the Junior Members Round Table in 1931, a new emphasis crept into the relations between library administration and staff. Until 1933 we find no such subject heading as "Staff Association" in Wilson indexes. Prior to this time, "Library staffs" was the official heading and most of the literature centered around the problems of recruiting and training. Staff relations may have been good or bad but the library world generally seemed little concerned with them. Library staffs as such were not vocal.

The depression years were active, formative years. The founding of the Junior Members group and the growth of the staff association idea almost simultaneously was not altogether accidental. Louis Nourse declared "Staff Associations a Job for Junior Members"\*\* and brought out convincing arguments to clinch his point. The depression hit harder, many staff members became utterly discouraged and strong organizations sprang up here and there "to fight for their rights." Luckily California library staffs needed little of this belligerent attitude, though some very worthwhile gains were made in several libraries through active staff organizations.

Today the staff association idea has become better clarified, its proper spheres and its true objectives are better outlined. Where formerly it was thought to apply only to larger or medium-sized libraries, we now find it gaining ground in even the smaller institutions. An active staff group has proved its value wherever "three or four are gathered together" for

\* Nourse, Louis M.—Staff associations a job for Junior members. A.L.A. Bulletin 28:873-75.

mutual encouragement, enlightenment, and pleasure.

In studying staff groups in California, two distinct types were found: those that could be classed as administrative and those that are run almost entirely independent of the administration. The former groups meet at the call of the librarian and discuss such matters as are brought before them. These are, strictly speaking, not true staff associations, but are included here because of their preponderance in California libraries. The many excellent accomplishments of these organizations also make them a very powerful factor in library progress for California.

The second group usually has its own constitution and by-laws and carries on numerous activities independent of the administration. There is, of course, very close co-operation and co-ordination between the staff association and the administration. In the case of the Los Angeles Public Library, the Staff Committee (executive board) "meets once a month to discuss any matters pertaining to the welfare or activities of the staff. Following these meetings the President sends a letter to the City Librarian, acquainting her with the general activities planned, and incorporating any requests or suggestions relating to staff welfare, or to increased efficiency of service. This letter together with the Librarian's answer to it appears in the monthly *Broadcaster* so that all staff members may be cognizant of the activities of their Staff Committee." In that way the staff group and the administration are continually in close touch with one another and the channels of communication are clear and distinct.

An exchange of minutes between the executive committee of the staff association and the library board, effected by the librarian as secretary of the library board, is one of the valuable activities

of the Oakland staff organization. When desirable the executive committee also meets with the board to discuss matters of mutual interest. In some libraries, where the staff is small, the organization is more informal and the librarian attends meetings at the express wish of the staff but takes little or no part in the discussion.

In some cases the administrative and the independent groups exist side by side. The first has no formal organization but is used by the administration for its in-service training program. At the same time the independent group is set up as a typical staff organization and concerns itself largely with staff welfare problems, small discussion groups on professional questions, and social affairs. This type of organization is useful in the transition stage where smaller library staffs are just growing into the independent stage. In such cases the procedure would seem to call for a gradual lessening of the work done by the administrative body and an equal increase in the responsibility carried by the independent group.

Another difference between administrative and independent groups is in the question of membership by choice. While membership is open to all, only those "in sympathy with the purpose of the Association" actually join the regular staff association. In a purely administrative group, presided over by the librarian in person, the question of membership falls away. All staff members automatically belong.

Now whatever form the staff organization may take, the purposes of such an organization were outlined very simply and clearly by the Library Discussion Group of Seattle some years ago. According to that report a staff association will give the rank and file an opportunity to be heard, recognizing that the welfare of the individual library worker and the

institution for which he works are interdependent. A staff association will also promote the welfare of the individual library in relation to the community and to the library movement at large. Many statements, more formal and much longer, have appeared since then, but none which cover the ground more adequately.

In speaking of the "Staff Association as a Unit in Professional Organization,"\* Herman Henkle, formerly of the University of California Library, wrote that if staffs were organized and met frequently for the discussion of professional problems, librarians would mend one of the outstanding weaknesses of the profession. He pointed to a lack of opportunity for the presentation and discussion of professional problems and ideas. Often the meetings were too infrequent, too large, or the program was too crowded for a satisfactory discussion of problems of interest to small groups. In urging a better organization for staff groups, he mentioned the fact that formerly there was often a wide divergence between the quality of training of the chief librarian and of the staff. Since that distinction is fading slowly but surely in California, as elsewhere, a greater recognition should be given this fact. No matter how few physicians there may be on the staff of a hospital, they invariably meet and discuss the latest findings in their profession, meeting *regularly* and *frequently*. Where the library staff is too large, the group can be broken up into departmental meetings or other schemes employed.

Public libraries with a twelve-hour schedule often have difficulty in planning a time convenient to all. Where an independent group exists with regular quarterly, bi-monthly or other meetings, the executive or governing body usually

decides the question. Where, however, the meeting is of an administrative nature with in-service training features and where attendance is required, it is generally held on library time.

The Alameda County Library staff holds its meeting each Monday morning at 8:45, the program lasting about an hour. Staff members of the Kern County Library stationed in the vicinity of Bakersfield, meet Wednesday mornings at 8:30 for half an hour. Those who are on night duty work a split shift that day. Another library solved its problem by meeting at two o'clock on Monday afternoons for one hour, since that was the only time of the week when all staff members were present. Desk duty during the hour was rotated among the members. One Los Angeles branch library solved its problem by meeting over the luncheon table once a week, those just coming on duty for the afternoon and evening joining those who had been there in the morning. The Orange County Free Library staff and the Pasadena Public Library Forum meet regularly once a month, while the San Diego Public Library staff meets twice a month, meetings lasting half an hour. Staffs in Berkeley meet once every six weeks, Santa Monica once every two months, Long Beach quarterly, Fresno monthly.

In addition to meeting regularly and frequently, staff meetings should be well planned and varied, in order to keep up staff interest and bring some real returns both to the individual and to the library. In 1939 the San Diego Public Library staff heard outside speakers discuss such topics as "Ballet Dancing," "San Diego's Water Problem," a review of *Mein Kampf* by a speaker who had translated the book, a play-reading of *Little Foxes*, and other topics. At other meetings staff members reviewed books of current interest, department heads sometimes gave a resumé of the department in their charge,

\* Henkle, Herman—*Staff association as a unit in professional organization*. *Library Journal* 60: 459-60, June 1, 1935.

professional library literature was reviewed in detail and the like.

For several years the Kern County Free Library has devoted one meeting a month to department problems, one to book reviews, one to outside speakers and one to professional discussions. As in Fresno and some other counties, outside speakers have quite frequently been city, county and federal officials so that staff members would be better informed on the duties and functions of government. Another program called for representatives from service clubs to address the library group. In this way the staff hoped to kill two birds with one stone, introducing the club representative to the full library staff and also learning something of the aims of the organizations flourishing in the community.

Most reports from California libraries mentioned the fact that books were reviewed at staff meetings. Certainly this is only natural, because where books are the stock in trade, books must be talked about,—not in the fashion of the professional book reviewer, necessarily, but rather in the spirit of "I want to share with you what I enjoyed." Such reviews, furthermore, afford practice for those who frequently get little opportunity for this type of activity, and give the more skilled book reviewers on the staff an opportunity to applaud the efforts, often brought forth at great cost of shaking knees, of staff members needing encouragement along this line. The most general opinion seems to be that as long as a staff member works in a library, in whatever capacity, he should be able to talk informatively, interestingly, and pleasingly about books, and staff meetings are the best place to learn how to do it.

A discussion of professional problems was also frequently reported as a favorite topic for staff meetings. Such meetings, if well planned and properly conducted, are excellent for in-service training and

for widening horizons. Man does not live by bread alone, nor by the numerous routines prevailing in each library. If selected staff members are permitted to attend outside professional meetings in related fields on library time and then come back with concentrated reports to the staff on the gist and temper of the conference, the horizons will widen with each successive meeting.

A strong feeling of cooperation between the individual association and the C.L.A. and its activities was reported by a number of groups. The Sacramento City Library staff association, for example, elects a delegate to the C.L.A. convention whose expenses are paid by the library, though the selection is left entirely to the association. Following the C.L.A. convention in Long Beach the Oakland staff association conducted two panel discussions which included the delegates, with the staff attending much in the manner as at the C.L.A. meetings. Later, introducing a six months' program of events, seeking to improve public service, the association invited all city employees and all library staffs in the San Francisco Bay area to a showing of the film "A New Voice for Mister X."

This brief survey cannot discuss the actual organization of staff associations, though many libraries sent copies of well thought out constitutions and by-laws. Two staff associations, Glendale and Santa Monica, had just recently been organized, and others were reported as on the verge of organization. For the benefit of those groups who think that a small staff organization is ineffective and of little value, either from a professional, social, or financial standpoint, it should be said that a number of library staffs have not been daunted by this apparent weakness. Socially, a "party" is a pleasant diversion even in the busiest or smallest library. Financially, the dues collected may be used purely for social purposes

where the staff is very small. Where it is a little larger, members have often undertaken really worthwhile projects, including considerable welfare work in many cases. One small staff began a loan fund with a gift of \$2.50. Over a period of years it has grown to \$50.00 and has helped members "over the hump" innumerable times. The Orange County Library reported that staff association income was supplemented by buying candy bars at three for ten cents and selling them to the staff at a nickel apiece. This may "sound like pretty small finance, which it is, but it takes care of cards and occasional flowers, for which it is troublesome to collect small assessments." Another staff group bought a set of forty-eight good prints for \$3.00 and resold them at twenty cents each, netting a handsome profit. Aside from the financial profit reaped from such activity, staff members are happier in a common purpose, and the *esprit de corps* takes a new lease on life.

Professionally, too, some real benefits can be derived by even a small staff from frequent and regular meetings that are well planned, either by the librarian or a staff member. The literature of business management frequently reiterates the fact that group meetings must be held in the best interests of the work, even if only four members participate. True, staff meetings require time and a good deal of thought if properly organized; but if business sees that it must hold sales meetings, staff conferences, foremen's training programs and the like, how much truer is that of librarians. We must "learn or perish," and it is much more profitable to learn in groups than to perish singly.

Of staff publications, *The Broadcaster*, of the Los Angeles Public Library is by far the most famous. Others reported by associations were *The Eye* (Long Beach), *The Link* (San Francisco), *The Staff As-*

*sociation Bulletin* (Kern County), *Staff Bulletin* (Oakland), and *Staff Records* (Berkeley). Several mentioned that the editorial policy was independent of the administration.

Can a staff association embrace a large territory and still be an active group? Two years ago the Kern County Library formed its official staff association, urging custodians in all parts of the eight thousand square miles to join. The membership has been splendidly active throughout, simply because the governing board was careful not to forget that members resided in all parts of the county. The past year featured two caravan tours, one to the northern and western portion of the county and the other to the eastern desert territory. Social gatherings, too, have been held in various communities, building prestige for the association in every case. It has been a worthwhile undertaking in spite of tremendous distances. Staff groups must have their own private challenges, just as any individual, otherwise there is no pleasure connected with the undertaking.

That California staff associations are organization conscious was proved by the fact that a number of them are members of the Staff Organization Round Table of the A.L.A. Those reporting membership in this national group were libraries of Berkeley, Kern County, Long Beach and Los Angeles City. Margaret Hickman of the Los Angeles Public Library was chairman of the SORT meeting in Cincinnati this year. On July 17, 1937, the *Publishers Weekly* stated that library staffs had formed a Round Table at the A.L.A. (the founding of the SORT) but that it had "no special aims or program so far." Under Miss Hickman and other leaders, fine progress has been made in the last three years, so that the SORT can no longer be said to be aimless and programless.

A successful and effective staff group

cannot be "the lengthened shadow of one man." By its very nature it requires the wholehearted support not only of the librarian, but of each and every staff member. The larger the group the more responsibility will rest on staff leaders, too, not merely to plan programs and activities, but to inject a spirit of fun and life and joyousness into staff functions. Where staff members meet frequently

and happily, both professionally and socially, there will be no more surreptitious looking at watches during staff meetings to see how much longer the agony will last. To bring about such a condition on all the library staffs in California would alone be worth the effort it would take to organize staff associations and conduct staff meetings down the length of the state from Modoc County to San Diego.

## DOES YOUR STAFF BETRAY YOUR EXECUTIVE ABILITY?

Experiment in the Use of Conferences

ETHEL DEWITT

Assistant City Librarian, Sacramento

Are you unwittingly discouraging your staff members by not giving them the opportunity to express, or try out, their "bright ideas"? What is equally serious, are you losing the many valuable suggestions that might come from them?

No doubt you are thinking, "Why, of course, my staff is free to come to me, and does." We, in the Sacramento City Library, thought so, too, and argued hotly about the matter when someone intimated otherwise. However, some judicious questioning of library clerks, and even of department heads, made us aware of other attitudes.

The proposal was made that we try a series of conferences to discover for ourselves how many "bright ideas" the staff members were not voicing directly to the administrators. This we did, and the conferences proved most enlightening and helpful. We found that sitting around a table discussing mutual problems promoted an increased feeling of understanding, tolerance and cooperation within the staff. This alone was worth the time and energy expended.

You are probably wondering just what our experiment involved, as well as what it cost. In preparation for leadership, the Assistant Librarian sampled conference technique at the Institute on Government at Sacramento, then took a two weeks' course in Conference Leading, given at Berkeley by Robert P. Farrington, Supervisor of Training of the Bureau of Industrial Trade and Education of the California State Department of Education.

After this came the matter of equipment, which, though simple, was important: a long table, chairs around the table, large sheets of paper (approximately five feet square) mounted on an improvised easel, a black crayon or pencil. A blackboard and chalk may be used for notations, but paper provides a more permanent record of the ideas of the group, which the leader jots down during the discussions.

How could we arrange to take our department heads away from their duties? This was a stumbling block at first. But, like many another thing, it could be managed when tried. The psychology of

holding meetings on library time is apparent and is most vital to their success. Two-hour sessions every other week did not make serious inroads on the regular work of department heads. And, as a matter of fact, some of the things worked out at conferences lessened their loads. The leader necessarily had to spend extra time in preparation for the meetings.

Right here is a good place to mention a few points we learned as we went along. They may be of help to you if you plan a series of conferences. First, the meetings should be at regular intervals—the closer together, the better. Just as in any learning process, occasional or sporadic conferences are of little or no value. If it is at all possible to have them every day for two weeks, then once a month thereafter, the results will show up sooner and be better. Too, it will be found that conferences in a continued series become progressively productive.

Next in importance is the size and make-up of the group. For best results it should not have less than six nor more than fifteen participants. This does not preclude small libraries from benefiting from the conference idea. Many a troublesome situation can be cleared by three or four individuals sitting down together and discussing it dispassionately. On the other hand, larger libraries may find it necessary to divide their staff into several groups for meetings. If there are too many in a group all cannot participate; whereas, too small a group does not provide the variety of experience and differences in points of view essential to constructive discussion.

Those within a certain group should have as nearly as possible similar backgrounds of experience,—*i.e.*, department heads in one group, other staff members in one or more divisions depending on the size of the library. For, though variety of experience with the common

problem is needed, it is best to have that variety from the same level. Then, too, until the staff becomes accustomed to conference procedures, members may be afraid to express themselves freely before department heads. Similarly, it is unwise for the chief librarian to sit in with the department heads at first.

Further, we learned that the application of the conference method should start at the top and work down—department heads, then general staff. In this way a better understanding and more harmonious working relationship can be established.

To pass on to another extremely vital point, there is the question of the topics to be discussed. They should be real and live problems to all persons conferring. One of our most vital conferences was on the handling of grievances. We devoted one morning to grievances of the staff and one to those of the public. In the process we unearthed many helpful suggestions. At first, topics were not announced before the meeting, so that the members would not come with pre-conceived opinions. Later, the staff became so interested they brought up problems they wanted solved, choosing the subject for the next conference at the end of each meeting.

It is true, the kind of leadership may either wreck a conference or make for its success. The leader must be willing to learn from and with the group, and must refrain from imposing his views. His real function is to stimulate thinking. (It's all fun, but far from easy.) Though it is well for the leader to do a certain amount of planning ahead, he should not try to dominate the discussion. He should not be afraid to stop mid-stream to allow another point to be thrashed out, should it arise. On the other hand, should the discussion appear to be wandering aimlessly, he should be able to bring it back to the problem.

As group thinking is the objective of the conference method, open-mindedness is a prime requisite. It is important that all members realize at the outset that a conference is a game of give and take, and that they are not dealing with personalities. Remaining objective in our thinking is not easy. For even in our utmost desire to be objective we often betray the fact that woman's instinctive response is personal. You may recall William Hyde's story of the woman to whom he explained that he disliked to argue with women because they so often took things personally. Her choice reply was, "But I never do."

Returning to the question of the value of our experiment, the mention of some of the projects accomplished as a result of the conferences may help you to judge for yourself.

The importance of letters and of the telephone as public relations agents was brought out at an early conference. There followed an analysis of current methods, a realization of the need for improvement, and for technical help in gaining the latter. Robert P. Farrington, a man with broad practical experience in leading conferences on government letter writing, conducted our first discussion. He reviewed some of our library correspondence, testing it against a "Check List for Letters," and for the use of "insulated phrases." He also gave us many valuable pointers on the approved form of letters.

This led to a more comprehensive review of our letters in the regular department head conference, and the revision of many form letters, as well as an improvement in tone of our current letters. A list of rules governing library correspondence was formulated. Later, a letter writing manual was drawn up for the use of department heads and stenogra-

phers. The problem of telephone technique was handled by a man from the telephone company, who spoke to us at a regular staff meeting, and showed a sound picture of Mr. X at the 'phone.

Later, in a general staff conference on "Breaking In the New Employee," it became apparent that there was much unnecessary bewilderment during the first weeks of employment. Consequently, our procedures were revised, and three separate items were drawn up to give every new employee: first, a list of library terminology (you'd be surprised how many professional phrases, abbreviations, etc., we do use!); second, a chart of the names and location of all employees and departments in the building and branches; third, an article on "Do's and Don'ts" in Sacramento City Library etiquette.

Best of all are the many intangible, but vitally important results. The staff became better acquainted, more understanding and cooperative, both with fellow employees and the administrative heads. They have an increased knowledge of their jobs and a clearer conception of their responsibilities. Their ability to think clearly and objectively has increased.

The conference method is not a magic formula. But it has been demonstrated in business and other professions that it is worth all it costs.

Modern library work has become so complex that the knowledge and judgment of many minds is required to carry forward its numerous activities. Therefore, it is necessary to insure that close cooperation of the whole personnel which the use of conferences fosters. Moreover, the use of the conference method in no way lessens the effectiveness of the head librarian; but, on the contrary, increases it, by encouraging the staff to think and work with him instead of for him.

## DO'S AND DON'TS

### Sacramento City Library Staff Etiquette

PATRICIA CONLEY  
In Cooperation with a Staff Committee\*

Perhaps the simplest method to help you to decide what is right or wrong when on duty at a desk in the library is to remind you that the *public comes first*. Whatever would give them the best and quickest service — whatever would give you the best appearance before them — that would be the right thing to do.

For example, if you are talking to a department head or another of your superiors, and a patron comes up to the desk, wait on the patron at once. You may feel that it is impolite to leave in the middle of a conversation, but then, we feel that to keep a patron waiting is worse! For the same reason — appearance before the public — we ask you not to chew gum or put on your make-up or comb your hair while at the desk. It doesn't look very businesslike or professional, you must admit. These reasons hold true in regard to your clothes — a slip hanging, an unpressed dress, shirt tail hanging out — they might make you feel delightfully casual, but they just don't look efficient. And while we are on the subject, watch the style of your clothes — the appropriateness. A sleeveless, backless dress and short socks are fine on the tennis court or the golf course, but long stockings and spectator sport or street dresses are better here. There are parts of the library where wearing a smock is really necessary to keep your clothes clean, but don't wear one at a public desk. The one exception to this rule is in the periodical depart-

ment, where you are handling newspapers most of the time. Here, too, you can get an attractive smock.

Although "live and let live" is an excellent philosophy, we will have to be rather personal here for a moment to remind you that the advertisements, while very lurid at times, do contain some good advice. B.O. and unpleasant breath are extremely distasteful to others, your co-workers as well as those you are serving; even more important to your fellow employees, because they spend more time with you. We all like a "short beer" now and then, especially on hot summer days, but lots of people don't like alcohol or smokers' breaths. It doesn't take a minute to eat a life-saver or its equivalent — and it will make lots of people very happy.

All of us have friends outside the library, and we do have to get in touch with them by telephone once in a while. But, if you have to call them, try to do it on your lunch hour, or other free time — from one of the telephones away from the desks. Ask your friends not to call you unless it's really important, and make your conversations as brief as possible. Talk quietly, and PLEASE don't wait on the public while you are telephoning. Someone else will be glad to take "your side" for a minute or two, and you can always return the favor. If you are on a desk alone, excuse yourself from the telephone, or, if it is a business call, at least acknowledge the patron's presence. Sometimes it takes several minutes to locate a renewal, for instance, and the patron may become impatient.

Of course you know how important it is to be punctual! If it is the custom of

\* Mrs. Catherine Bryant, Margaret Klausner, Kay Campbell, Patricia Conley, Mrs. Mabel Marshall, chairman, constituted the Committee which formulated these suggestions. A mimeographed copy of the list is given to each new staff member.

the desk where you are scheduled to relieve at five minutes before the hour, BE there at that time. When your turn comes you may have an important engagement or appointment, too.

It's a temptation when you are filing at the desk, or looking up a question, to let the patron who has come up wait while you "just finish filing this card" or "reading this page," but don't give in. It only seems a minute to you, but the patron is sure he has waited *much* longer than that; and anyway, the longer he is kept waiting, the harder he's going to be to please.

Naturally, we don't discuss our personal affairs, including new clothes, boy friends, *et al*, while on a desk. Some of the public are cold to this type of conversation, and others are only too interested. One more thing — even though you may not be on duty at the time, don't talk to those on the desk who are. Our patrons don't know your schedule, and they assume you are wasting time — also taxpayers' money. This includes congregating into clans in strategic spots about the library away from desks, but still in the public eye. They see two or three of us in the stacks or just outside the periodical room and immediately leap to the conclusion that we are again wasting time.

And now the staff room . . . yes, it is for relaxation away from the desk, and you like to feel that you can "let yourself go." But, of course, as long as there is anyone else concerned, we never can

completely relax. Even in your own home you don't have everything your way, and here there are more people to consider. We shouldn't have to remind you that it is only an everyday courtesy to wash the dishes you have used, and put them back in the cupboard. Cooperate with the staff room monitor by putting books and magazines back on their tables. You'll appreciate this when it's your turn to be monitor.

Keep your comb, powder, and other personal objects in your locker. That's why you were given one, you know. We're awfully proud of our refrigerator. It's especially grand in the summer, when we can enjoy ice water and ice cubes when we want them, so don't forget to fill the cube compartment when you have used some . . . the water jar doesn't manufacture liquids — it has to be filled, too. And (this is very important when you remember that others keep their lunches in it, too) don't put foods with strong odors or that spoil rapidly in the icebox. It's too easy to forget that banana that you didn't want at lunch time, and ruin several other staff members' lunches. The couches are there for your enjoyment — stretch out on them all you like, but how about taking off your shoes or spreading something under them? Someone else is going to sit on the couch, too, remember.

Lots of things to remember, you say? We agree, but if you'll glance back over them you'll discover that they condense into two general headings: Service to the public, and courtesy to others. How about it?

## MODERN TRENDS IN PERSONNEL RECORDS

MRS. MARY B. KENAN

Children's Librarian, Baker Street Branch, Kern County Free Library

Has personnel management emerged sufficiently from its purely functional state to be applied by libraries to the

everyday problems? What are libraries doing about personnel records? What do we want to find in them? Are they worth

the necessary effort to keep them going once begun?

These are some of the questions that faced a committee of the Kern County Free Library in June of 1940. Obtaining the answers proved an interesting investigation, mainly for lack of trails to follow. Several library systems, some much larger, some comparable, and some smaller than that in Kern County, kindly contributed samples of the personnel record forms they now use. Out of libraries in three counties solicited, two had records of some kind and both were for use in large city libraries. Out of three states, only that one state library under civil service had any records, which accordingly were most complete. Large libraries generally have three types of personnel records: efficiency, absence and application. The smaller ones have only application, or application and absence records.

Comparison of all those sets of forms gathered, about a dozen in all, showed some similarities and some differences. It seems to be the custom of most libraries to mimeograph the application form on cheap, flimsy paper. True, the mimeograph work is usually well done; but the space allotted for answering questions, especially regarding education and previous experience, is limited, and when filled in makes a messy looking paper. From the employer's viewpoint this may be an economical measure, for surely reference is seldom made to the many applications received. On the other hand, a professional person making serious application for a position wishes the first contact to allow him to present himself in an orderly, logical manner, and he can not help but feel that information recorded in such untidy and perishable fashion is of little real value to the employer. A spacious application form printed on good stock has the look of permanence justifying the serious consid-

eration of both parties concerned. And such an application might well become the first record of the new staff member, other records taking up where the application leaves off. The Rochester (New York) and Denver (Colorado) Public libraries have carried out this idea with excellent results, though space has been sacrificed to uniformity in some instances.

Information included in the application is traditional in most cases, some libraries having identical application forms. Name, age, education, experience, health, language abilities, reading interests, travel experience are quite generally listed. Such related details as nationality of parents, American citizenship, extra-curricular college activities, ability to use a typewriter and drive a car, the hobbies, prejudices, dependents, membership in associations (professional and community), are all part of the complete picture of the individual. If personnel management is the correlation of the philosophy and objectives of the administration with the hopes and ambitions of the worker in the library, then these things are important to know, and if to know, then to record for future reference.

The employer has been impressed with the application, the prospective librarian has been personally interviewed and accepted as a member of the staff. His printed application, looking very permanent, has been duly placed in the personnel file. He has at last found a place to live. What sort of a place? Is it a room, an apartment, his own home, with his wife or family, or separately? The implications may be obvious, owning a home presupposes more permanence than merely renting, also more family responsibilities and so less easy to shift about within the system. The person who rents a room may have more time for participation in staff activities, professional and otherwise; and for further

education and development. And the cases might very possibly be reversed. We need to record these things, however, along with the name of the person to be notified in case of accident. This is most important when the member is still new and unacquainted with the staff.

When the new librarian actually begins work, there are significant records automatically set in motion regarding his salary and time record for the information of the auditor. More and more attention is being given to civil service and classified pay plans and retirement benefits, all of which hinge directly on the daily time record, the sick leave, leaves for any other reasons. The daily time record may be in the form of a sheet or may mean punching a time clock. Whatever means is employed, an accurate accounting of actual working hours should be kept. Over a period of time the same record becomes the health record, too.

Now we come to the positions record, under the name of the person, showing date he entered service, position, salary, place (branch or department), date of leaving and why. The reason for this last may be promotion, either within the library or to another library.

Personnel management in its broader application has another responsibility toward the individual,—his growth within the profession. Large libraries, such as Rochester and Denver, have elaborate efficiency records showing the personality of the individual, how he reacts to the staff members, his attitudes toward the public, toward criticism, his participation in professional conferences, committee work, further courses, and articles published—in fact, the history of the person, professionally, during the time he is employed by the library.

After examining these forms and thinking the matter out, Kern County library decided to combine all these records into one. The form is the size of

the regulation folder used in vertical files, and contains information under such headings as: personal history, education, experience, history (transferred from the application), employee's continued education and professional participation, positions and salary record. The latter is summarized yearly as to total earned, cumulative sick leave, and retirement deduction, when and if there ever is any. The summary is transferred from the monthly record cards, which are in turn transferred from the daily time sheets by the salary clerk. It all sounds complicated in print, but actually these records are the simplest that could be devised and at the same time answer all the questions asked.

So far we have discussed records from the personal viewpoint. But we have only to reverse the positions record, for instance, to have a history of the library—by departments, by branches, of the whole. At a glance such a record will show who was in what position when, who was in the branch at what time, and just whom to invite to the party when the janitor resigns after thirty-five years. That is not too long a period of time to contemplate in library history. Personnel is constantly, though not noticeably, changing; and the new staff members are asking, how did that branch star? What is the history of this station? "Library history" records will answer those questions.

You are thinking that all these records are too elaborate for a small library, and that to maintain them will put too great a strain on the crowded hours. A few notes here and there about personnel and library will be a great help to your successor. The technics used by large library systems are basically good for small ones. It is simply a problem of adaptation, using for a particular library the ideas and technics that fit the needs, just as the two business houses to which

we went for advice in the matter of personnel records have done. The Bank of America has all sorts of records, particularly concerning the first few months of the employee's service in the bank. Those quarterly interviews with the personnel manager, when the first tendencies and abilities are showing, are recorded and discussed with the employee. His character traits and interests, the manner in which he receives criticism, attitudes to staff and public are developed and guided in this way. Many times libraries are apt to dump the new assistant and then apparently forget all about him while he struggles to find himself. Here is a hint to libraries from business!

Directly opposite in the manner of approach is the Pacific Telephone Company which keeps practically no records

except applications and time. The supervisor of each department is cognizant of the ambitions and problems of those under him. These are discussed with the next in authority until the district manager is as familiar with the least in employ of his company as with those directly under him. The company is proud of its reputation of high morale and fairness to its employees and feels that too many records would harm this *esprit de corps*. The point made is that each business has found and adopted the technic that works best with its particular problems.

Findings of this investigation point that personnel records are too few in libraries generally. Those of us who have studied the matter are anticipating with interest the results of experiments and developments along this line.

## SOME DO

BERTHA MARSHALL

*Los Angeles Public Library*

There are two schools of thought about librarians. One is that all they have to do is read. The other is that they never read at all. Both, of course, are wrong. In November 1936, when the dearth of books was acute, the Los Angeles Public Library staff started a modest book collection of their own. This was made possible by the donation of sixty dollars from the Professional Librarians' Forum. Since this collection is now completely self-supporting, a few details may be of interest to other library groups.

At first a charge of 1c per day rental was charged, but as the money began to roll in that was reduced to  $\frac{1}{2}$ c per day for two weeks, 2c per day after that

period. The shelves originally held best sellers; now there is a fair representation of what the librarian should read, including professional books.

After a book has served its purpose it is sold at half price to the person who first put his "dibbies" on it.

The books are selected by Mary Alice Boyd of the Adult Education Department, and requests from staff members are considered. Bernice Long at the switchboard charges the books, and keeps the circulation records.

One very important item is that, through the generosity of the L.A. News Company, books are purchased at regular library discount.

# STAFF ASSOCIATIONS IN UNIVERSITY LIBRARIES

ARDIS LODGE  
U.C.L.A. Librarians Association

Library clubs have existed and still do exist in many college and university libraries in America, but the staff association as an organization whose primary purpose is to promote the professional interests and the general welfare of the staff is of very recent origin. No university or college staff association that I know of is as yet ten years old, several are less than three years old and one was formed just this year. Although a survey has not been made, it is probable that the number of such associations is small. The latest *Staff Organizations Round Table Bulletin* (April 1940) lists sixty-nine staff associations, only seven of which are in universities and colleges. This study is based on reports of staff associations in one college and eight universities\* (four of the latter in California). Three of these associations are members of SORT; none are affiliated with a union.

The typical university staff association has a constitution which sets forth the purpose, membership, officers with their powers and duties, standing committees, etc.

In almost all organizations membership is automatic. Most associations include every one on the staff: the librarian, department heads, professional assistants, and clerical workers. One association grants membership to professional assistants only, including the librarian and department heads, while

two others whose membership includes all full time members of the staff make special provisions for the clerical assistants. One allows them to vote for members of the executive committee, but not to serve on this committee; the other sets up a separate organization for them within the larger organization, with its own executive committee which includes one member of the professional staff elected by the executive committees of the two groups. Another association admits the librarian and department heads as associate members, and husbands and wives of staff members are honorary members who pay half the dues paid by other types of members. Associate and honorary members cannot attend business meetings.

Dues of associations vary. Several have dues of \$1.50 for professional members and \$1.00 for non-professional members. One is very up to date and has a sliding scale of dues based on salary which ranges from \$2.50 for those receiving \$2100 or over down to 75 cents for those receiving less than \$1200.

An executive committee of four to six members is the typical governing body of the university staff association. Members of executive committees are elected by the staff as a whole or by the various departments and divisions of the library. The term of office is one or two years, and provision is often made for some continuity of membership, perhaps by having the various departments hold their elections in different years.

As stated above, one association has an executive committee for each of two sections: the professional, and the non-professional, with a professional member

\* Duke University  
Howard University  
University of Oregon  
University of Washington  
Stanford University  
University of California  
University of California at Los Angeles  
University of Southern California  
College of the City of New York

serving on the executive committee of the non-professional group.

The constitution of one association provides that the executive committee shall consist of four elected members and one department head chosen by the elected members; that of another that there shall be an executive committee of four professional members and one non-professional member. The exclusion of the librarian and department heads from active membership automatically prevents their serving on the executive committee in still another association.

A unique arrangement is that under which the librarian is designated by the constitution as chairman of the staff association, and there is an executive committee of three elected members of which the vice-chairman of the association is the chairman.

The executive committee generally has the power to elect its own officers, usually a chairman and secretary-treasurer. The constitution of one association provides that the secretary-treasurer shall automatically become the chairman the following year.

The appointment of the standing and special committees is another power usually delegated to the executive committee. Committees most frequently reported are professional, courtesy, social, program and publicity. In two libraries the chairman alone has the power to appoint all committees, and in one of these the librarian is the chairman. The constitution of another association provides that the various executive committee members shall serve as chairmen of the various standing committees, the chairman of the executive committee to serve as chairman of the professional committee.

The executive committee is responsible for the planning of meetings and for initiating ways and means of carrying

out the purposes of the association. Before any final action can be taken, however, proposals must usually be submitted to a general meeting for approval.

The purposes of these associations as set forth in their constitutions are: a democratic organization to transact the routine business of the staff, to sponsor a professional program aimed to improve the library service and stimulate individual advancement; and, in one case, to promote the social as well as the professional interests of the staff. The constitution of the staff association of the University of Washington says: "The detailed objectives of this Association shall be those set forth in the Report of the Committee on Aims and Purposes of the Staff Association." This report is printed in the *Library Journal* of September 15, 1935, and is the best statement of its kind I have seen.

Meetings are generally held once a month, except in the summer, during library hours. One library has bi-monthly meetings, another has meetings upon the call of the president.

At these meetings opportunity is afforded for the librarian to speak to the group on administrative decisions and general library matters affecting the whole staff. Department heads report on changes in routines, and all staff members discuss inter-related problems of the departments.

Special reports on A. L. A. meetings and the University of Chicago institute, on a W. P. A. newspaper project and on special collections are among other items reported on by staff members.

Other meetings are devoted to reports of committees who have been studying certain professional problems, or to a staff discussion of current issues in the library field.

Many staff associations report they frequently have a speaker from outside the library, perhaps most often one of

the university faculty. At U. C. L. A. we have had Robert Ernest Cowan whose well-known collection of Californiaiana is in our library, and also Dr. Henry R. Wagner, collector and bibliographer. These occasions presented an opportunity to promote faculty-library relationships by having as our guests faculty members who were particularly interested. The meetings were held at four in the afternoon and preceded by a social half hour with tea.

Activities of university staff associations reflect the purposes stated in their constitutions and can be grouped as professional, staff welfare, social and publishing.

Professional activities include the investigation of professional problems such as leaves of absence for study and travel.

Another most interesting professional activity is the project of the staff association at the University of Washington to help build up the book collection. A part of the general book fund has been allotted to the Library Staff Association Resources Committee. This committee surveyed the staff to ascertain the field of interest of each member and then assigned responsibility to various individuals for the various subject fields. Staff members are to study the collection, check bibliographies, perhaps consult faculty members, and then submit titles to the Resources Committee. The Resources Committee passes on the titles and purchases those books which meet its own rules: the first committee restricted purchases to books not less than five years old and which cost less than \$5.00, and purchased books in all fields. This is a long-term project and another year the committee may decide to limit its purchases to one or two fields only and otherwise change the rules.

Among interesting activities concerned with staff welfare is the survey which the University of California at Berkeley

staff association has been conducting to determine any causes of fatigue which might be eliminated. A very detailed and comprehensive questionnaire was circulated to staff members and the committee is now analyzing the replies. The staff organization of the University of Southern California has been investigating the California Physicians' Service. Improvement of staff rooms is another frequent activity in this group.

Duke University holds a picnic or party soon after school begins in order that new and old staff members may have an opportunity to meet socially early in the year. They also hold several night meetings with professional speakers and with husbands and wives of staff members as guests. Other organizations also occasionally sponsor social affairs.

Three staff associations publish bulletins: one monthly, one quarterly, and one annually. Material included are special articles on library matters, such as a report on a W. P. A. library project; the book fund and how it is administered; reports on polls of various types, lists of books recommended by the staff, personal news, and library jokes.

Although several of the older university staff associations can point with pride to their achievements, for most the significance lies largely in the hope for the future. As the chairman of one association wrote: "We hope the new organization will be able to bring us more definitely into a stronger professional interpretation of our work, closer to the university life, and to the consideration of university-employee problems." Possibility and opportunity — among other things there is the hope that the staff association may serve as a means of keeping members from lapsing into a static condition, and stimulate that growth and development upon which depend most of the good things which we desire for our profession.

## GEORGE THOMAS CLARK

SYDNEY B. MITCHELL

*Director, U.C. School of Librarianship*

I learned of Mr. Clark's death just as Mr. Henderson was calling for me to go with him to an informal dinner of younger librarians. As we drove to the meeting I wondered what I could tell these young men or the vastly greater number of young women librarians in California of the No. 2 member of the C. L. A., who had just left us. On his contemporaries he left his own impression, but, as he withdrew from active library work in 1927, he could hardly be known to many younger librarians.

Would it interest them to know that he was a student assistant when he was in the University of California, that he became Mr. Rowell's first full-time staff member of the University of California Library when he graduated in 1886? That soon after that he became deputy state librarian, that in 1894 he became librarian of the San Francisco Public Library, and in 1907, librarian of Stanford University, where he remained until his retirement. He thus had served the four most important libraries in northern California, headed two of them. In a public library he had been forward-looking, introducing the first open shelf room, starting library work with children in his system. In a university library he had shown a fine understanding of what such a library should be, had built up, at a date late enough for that to be difficult, a fine basic collection for scholarship and research. In each he knew what were first things and he put them first. These are just facts and to them might be added that he promoted the formation of the C. L. A., though, as was natural and right, the first president was the dean of California librarians,

Joseph C. Rowell. That all these things he did without benefit of library school training, for as he told me, he came too soon for it. Yet he was always hospitable to, never jealous of those who came later with a more formal preparation for their work.

This information is readily found, but what kind of a man was George Clark, unless that is recorded, may soon be forgotten, excepting by those who worked for or with him. That he was a good administrator is accepted by all, for in him were combined a progressive spirit and a cautious, conservative view of his work. He was wise, canny in the best sense of that word, understanding people and how best to handle them. There was no build up, no bluster about him, none of the assertiveness which sometimes goes with men who lack physical bigness. He had a kindly outlook on life and his fellows, but this overlaid a naturally critical mind, one intolerant of bluffs and pretenses. He could do as neat a job of deflating as I have ever seen done. To unearth, as he did, while writing his life of Senator Stanford, the curious case of the Stanford copies of Bancroft's history all containing a single paged leaf in praise of Senator Stanford, this same leaf being devoted to quite different matters in all copies, amused him, for he had a sardonic side. Yet in all his relations to his staff he was just as considerate as his duty to his institution could permit. His was a very tight control but a kindly one. Those of us who went to his staff parties in his country home or enjoyed his friendship more singly will always think of him as a sturdy, independent spirit

who understood us sometimes better than we knew.

The first, therefore perhaps the greatest, impression he made on me was when, still a pretty young man, I joined the Stanford Library staff in 1908. I had been a cataloguer and used to throwing around locked catalogue trays with non-chalance. The day I arrived from the East and reported to take charge of the order department I walked into my new office and shortly after picked up a drawer of order cards, unlocked because

they constituted an inside record only. With the ebullience of youth I swung it out, and in one second the air was full of order cards and then my office floor and furniture was littered with them. I am sure Mr. Clark saw my mishap, but by doing and saying absolutely nothing he made his first great impression on me. His understanding, his loyalty to his staff and his friends, his ability to develop a fine *esprit de corps*, all these I learned later, but from that first day I trusted George T. Clark.

## SCHOOL LIBRARIANS MEET

HARRIET M. BAKER  
Librarian, Monterey Union High School Library

Twenty-five years of notable progress was marked by the School Library Association of California, at its Fifth Annual Convention at Visalia, October 26-27.

The 100 per cent response of President Myrtle Barrier and her loyal co-workers in putting over the program reflects the essential unity and true idealism of the organization. Through the years, it has been this same spirit that has helped the association to win an enviable place in the world of school librarianship.

At the convention, recognition was given to nine retiring school librarians\* as they went forward to live more fully in their chosen ways of leisure. At the same time, a fuller realization of responsibilities was brought home to the ever increasing ranks of those left to carry on.

One of the most outstanding features of the stimulating two-day program was a talk by the eminent psychologist, and author, Dr. Eleanor Rowland Wembridge. In her delightfully humorous manner, she spoke authoritatively on "Books for the Non-Bookish." After

stating ten commandments in reading etiquette, this speaker depicted potential readers against the background of today.

The words of Marjorie Van Deusen, "we read from our experience," rang true as she ably presented timely books in a "Prelude to Reading." This speaker's bookologue-discussion of first hand adventurings in French Canada and Northeastern United States was most convincing.

Dramatic readings, including sketches from *Lysistrata*, *Road to Rome*, *First Lady*, and vivid excerpts from current topics, proved revealing as to the political role of women,—past, present, and future.

Both the professional exhibits, and the conferences with consultant school librarians proved effective in furnishing much desired information.

The tea given by the staffs of Visalia Public Library and Tulare County Free Library in the Junior College lounge was one of the pleasant affairs enjoyed.

Membership in the A. L. A. was urged as definite means toward attaining a greater breadth of view in the library field.

\* Mabel Dunn, 1938; Mabel Fisher, 1938; Virginia Garrison, 1940; Ethelwyn Lawrence, 1939; Ella Morgan, 1940; Helen Price, 1937; Emma Rose, 1939; Katherine Scales, 1940; Lulu Shelton, 1938.

## NEWS ROUNDUP

*Being a Summary of News of the C.L.A. Districts, Sections and Committees, and  
Also of the Activities of Other Library Associations in California, by*

ISABELLA M. FROST

Chairman, Regional Cooperation and Professional Relations Committee\*

**Mt. Shasta District.** First C. L. A. District to meet this association year was Mt. Shasta, in Yreka, October 12. The meeting climaxed a Know Your Library Week, proclaimed by the Siskiyou County Board of Supervisors to commemorate the 25th anniversary of the establishment of the Siskiyou County Free Library, of which Edith Gray, District President, is County Librarian. Among former staff members attending the meeting was Margaret Girdner, Supervisor, Bureau of Texts and Libraries, San Francisco Public Schools, who was the speaker at the evening banquet. John D. Henderson, C. L. A. President, led a panel discussion at the afternoon meeting on the topic, "The Library and Democracy."

**Golden Empire District.** The annual meeting of the Golden Empire District was held in San Andreas on Saturday, October 26th at the Calaveras Union High School. The guest speaker at the luncheon was Dr. H. E. Chamberlain, Consulting Psychiatrist, Division of Child Welfare Services, State Department of Social Welfare. Roxie Hall presided at the business meeting and presented Charles Schwoerer, Calaveras County Superintendent of Schools, who spoke on the establishment of the Calaveras County Library.

**Finance Committee.** Cornelia D. Plaister, Chairman of the Finance Committee, reports the following motion by

\* Readers may notify members of the committee in their district of news and meeting dates to be printed in future issues: Muriel Mitchell, Public Library, Watsonville; Emma G. Quigley, Los Angeles Railway Corporation Library; Edith Schofield, U.S. Forest Service Library, San Francisco; John Paul Stone, State College Library, San Diego; Isabella M. Frost, Safeway Stores Library, Oakland.

the Executive Board at their recent meeting: "That the Finance Committee study the activities of the Association for the last five years affecting the mounting disbursement and to ascertain the factors causing this and report to the Executive Board."

**California State Documents Committee.** Members of the Documents Committee are working on plans to include more processed material in the Documents Catalog as well as to make it more easily used.

**Legislative Committee.** Chairman Herbert V. Clayton reports a new tax ruling, effective July 1, 1940, which should result in considerable savings for libraries with large annual subscription orders. The California retail sales act and the California use tax act were amended last June (Calif. Stats. 1940, ch. 46) so as to exempt from sales and use taxes newspapers and other publications issued at average intervals of not exceeding one month. That means libraries now do not have to pay sales or use taxes on subscriptions to newspapers, magazines or other serials ordinarily published once a month or at more frequent intervals.

**College and University Libraries Section.** Chairman Robert L. Gitler, State College Library, San Jose, is planning for a meeting of the Section members in the San Francisco Bay area during the spring. He would like suggestions for the proposed meeting from members of the College and University Libraries Section.

**Section for Library Work with Boys and Girls.** Discussion group meetings

are held the first Wednesday of each month at the Wold Book Shop in Oakland, at which time plans and reviews of books to be used in *A Roundabout of Books* are made. If you have not seen a copy of this interesting and helpful monthly review of books for boys and girls send your request to Mrs. Marie Wild, Oakland Public Library.

**Regional Cooperation.** The Rehabilitation Committee of the Weimar Joint Sanatorium met at Weimar October 2. Librarians of the fourteen counties which participate in its support were present to talk over better library service for the Sanatorium patients. This committee is enabled to keep the occupational therapist and also help with the library and educational work through the money received from the sale of Tuberculosis Stamps.

**Southern District, C. L. A., Regional Cooperation Committee.** Under the chairmanship of Blanche McKown, the committee is working on a cooperative table showing rates for different types of mail which a library would be apt to send out by various methods. It is described as a ready reference table which will show at a glance just what to do when sending out printed matter.

**S. F. Bay District, C. L. A., Discussion Group.** An interesting meeting of the S. F. Bay District Discussion Group, of which Jens Nyholm is chairman, was held in November. Dr. Arne V. Barkhws of the University of Copenhagen spoke on "A European Looks at American Libraries."

**Special Libraries Association of the S. F. Bay District.** Three meetings of the Special Libraries of the S. F. Bay region have been held this year. On September 19, members were guests of Dorothy Andrews, Librarian of Pan American Airways, who told about the problem of circulating books from San Francisco to Wake and Guam. The climax of the

meeting was a trip through the Airways shops and headquarters. At the second meeting in October, R. G. Wagenet, Director of the State Department of Employment, addressed the group on the activities of his department in respect to the defense program. The November meeting was given over to a discussion of methods of routing periodicals throughout an industrial organization.

**Special Libraries Association, Southern California.** The program theme for the year, just announced by Helen Percy, Head, Research Department, Paramount Pictures, Hollywood, is "The Professions in the Modern World." The first meeting on October 14th at the University of Southern California was devoted to trends in modern medicine, with Dr. Lewis Aleson of the Los Angeles County Medical Association as the speaker. Members visited the Medical Library at U. S. C. under the guidance of Dorothea Fox, Librarian. The Biological Sciences Group of the Special Libraries Association is working on two interesting projects: "Union List of Periodicals in Libraries of Southern California" and "Subject List of Resources of Special Libraries in Southern California."

**Henry E. Huntington Library and Art Gallery.** Two public lectures by Daniel Berkeley Updike, head of the Merrymount Press of Boston, were sponsored by the Huntington Library and California Institute of Technology. The first was "The Essentials of a Well-Made Book; with Notes on Modernism and Conservatism in Typography." The second, given on November 7th, was "The Place of the Educated Man in the Printing Industry and a Consideration of American University Presses." During November and December the Huntington Library has a special exhibition commemorating the 500th Anniversary of the Invention of Printing, entitled

"Great Books in Great Editions." A 48-page handbook of the exhibition has been printed and is available at the Library (25c).

*Pasadena Library Club.* Frederick W. Goudy, noted designer of printing, spoke at the first meeting of the Pasadena Library Club on the subject: "The Type for the Scholarly Book."

*Children's Librarians.* The newly elected chairman of the San Francisco Bay District Association of Children's Librarians is Mrs. Ella P. Morse, Colusa County Librarian, who has been an active member of this group for several years.

*School Library Association.* The first meeting of the Southern Section was held October 5 at the Pig 'n' Whistle in Los Angeles. The program was devoted to book evaluations (with the special subject of Latin America), reviews by various librarians. Art and the Library was the theme of the second meeting, held at the Art Gallery at Scripps College. Millard Sheets, Director of the Art Department, was the principal speaker. Marion Horton, Chairman of the Breakfast Book Reviews, announced that current books will be reviewed on the first Saturday of each month.

*New Group.* The heads of the libraries in Orange County have started meeting once a month for luncheon and discussion of mutual professional problems. There is no formal organization, but plans have started to make a union

county list of technical books particularly relating to industrial training and national defense.

*Orange County Library Club.* This group met at the Placentia Round Table Club on October 17 as guests of the Placentia District Librarians. Lloyd Jorgenson led the discussion on Propaganda in the Library. The next meeting will be in January, hostesses to the group being Mrs. Peggy H. Gaskins, Librarian of the Orange Public Library, and Mrs. Margaret G. Spaulding, Librarian of Orange High School Library. The club was twenty years old in November. Officers are: President, Mrs. Carma R. Zimmerman; Vice President and Program Chairman, Mrs. Mildred B. Fields; Secretary, Grace Mahin.

*Professional Librarians' Forum of Los Angeles.* The Forum, whose membership includes librarians from many of the towns in the Southern District, entered upon its fifth season with a talk by Dr. Malbone Graham, professor of political science at the University of California. There will be monthly meetings at the Woman's Athletic Club through April 1941.

*California County Librarians.* Ex Oficio Chairman Mabel R. Gillis plans to call a meeting of the County Librarians during February or March in Sacramento, since C.L.A. will not be meeting until next fall. Usually this group holds its convention in conjunction with the C.L.A. annual meeting.

## LIBRARY SECTION, LEAGUE OF CALIFORNIA CITIES

*Compiled from Minutes of the Session*

The annual meeting of the Library section, League of California Cities, was held at the San Diego Hotel, San Diego, on the morning of September 18. Eliza-

beth R. Topping, Librarian of Ventura City Library, presided, with Frances Woodworth as secretary.

Evelwyn Gordon, program chairman,

presented John D. Henderson, California Library Association president and field representative of the State Library, as speaker on "The Role of the State Library in the National Defense Program."

"The first effect of the defense program was felt in the State Library," he said, "in the requests received from the city and county libraries. The immediate call was for material relating to aviation, shipbuilding and other war industries as well as for specific military subjects.

"In view of the anticipated requirements of the defense program and in order to supplement adequately the holdings and service of the local public libraries, the State Library is buying more extensively in military, naval and technical fields. Public libraries are already feeling a direct impact of defense preparations on the resources and service. The Army and Navy have their own library facilities; these will undoubtedly be expanded. However, we know that the temporary camps will depend on local public libraries for service. New patrons in the military centers will include enlisted men, officers and their families; in other areas they will be the employees in war industries and trade school enrollees.

"The demand for normal service will continue from the general civilian public. We can expect this to include a measure of 'escape' literature as well as current publications on the issues before the people. Since book funds are limited, a balanced book stock will be difficult to maintain; for in meeting the demand for technical material and war literature we shall have to let other fields wait. Possibly children's books and art titles will be affected first.

"A joint committee composed of A.L.A. and Special Library Association representatives is undertaking a survey of all library material on war and de-

fense, with a view to making it available for government use. Under the general heading 'mechanisms and devices of warfare,' such subjects as guns and projectiles, arms and armor, gases, fuels, and power will be described and noted. Economic subjects, engineering, transportation and other general fields related to war and defense will be included. There will be from fifteen to twenty research centers established from which to carry on this work when the committee's compilation for library resources is completed. A survey is also being made of available, qualified assistants who can be engaged to carry forward the government's research program.

"The State Library will cooperate with business, fraternal, religious, and educational groups as it did in the last war. It is ready to help in whatever way may best carry forward the work of national defense. Its material is available to anyone in California."

Discussion that followed brought out the limitations of library budgets. Cornelia D. Plaister, San Diego Public Library, stated that there was not enough money to furnish duplicates and expensive technical books when the demand was heavy, as is the case in San Diego with its air training schools.

Mabel Thomas, from the Oakland Public Library, commented on the return of the industrial patron for information—typified by men who now have jobs again and wish to brush up on their old trades. She said their calls on the Oakland Library were especially for material on ship-building.

After general discussion, the meeting was resumed with introduction of Vierling Kersey, Superintendent of City Schools, Los Angeles. His topic was "The Role of the City Library in National Defense."

"During the last World War," he said, "we were plunged into action be-

fore we had plans ready for action. Again, we are forced to action without plans. The psychology of the American mind has declared a state of national emergency . . . People are disturbed. The situation has tremendous implication to you and me. The lessening of staff, the closing of branches, and the reducing of services in the library field should not be tolerated by communities. We need to combat this situation so that there will be a surge forward again in library funds and service.

" . . . We must know that we have morale preparedness as well as that of material and man power preparedness. . . . We are more dependent upon the library than upon any other civic group as we undertake the expansion of education into areas of new fundamental learning and factual backgrounds. . . .

"Men must be trained through city schools and library self-teaching programs in civil duties for industrial work essential to the national defense. . . . In the emergency program . . . money must be made available to libraries to get more books on subjects needed for these men. . . . There is tremendous value in the new attitude which is now accepted,—that is, that a book contributes much to self-education and that study is the key to success.

" . . . We must tell people we have the materials of study. We must offer guidance to readers. We must have a quota of service we will render. Then when we are more a necessity, we shall be more adequately supported and maintained."

Mr. Kersey concluded with the reminder that "ideas invade just as airplanes and tanks invade. We must do our part to maintain democracy against invasion. The best maintenance program will be a morale building program which we may well join in developing and conducting."

An exhibit of material on National Defense, arranged by staff members of the San Diego Public Library, was available in the San Diego Hotel lobby after the meeting.

Newly elected chairman of the Library Section for 1940-41 is Dorothy Drake, head of the Business and Municipal Department of the Sacramento City Library; vice chairman, Ella M. Whittle, Goodman Library, Napa; secretary, Helen Mayden, Sacramento City Library. Members of the Nominating Committee were Mabel Thomas, Mrs. Carma R. Zimmerman, and Cornelia D. Plaister, chairman. Sacramento has been selected by the League for its place of meeting in 1941.

## NEWS NOTES FROM COLLEGE AND UNIVERSITY LIBRARIES

LAWRENCE CLARK POWELL  
*The Library, University of California at Los Angeles*

### Effect of the War on Scholarly Libraries

The war has practically put an end to freight shipments from abroad. Mail shipments from England, though longer en route, have been uninterrupted. A

national committee, of which Harold L. Leupp of the University of California is far western member, has been formed to deal with the problem. Mr. Leupp has this to say about the Berkeley institution: "Our continental periodical agents

have been instructed to hold everything except a few titles considered essential by some of our scientific departments; these they were instructed to forward as issued by any means possible, and these have been filtering through slowly and irregularly, and with few if any breaks. Some German items have been coming in via Siberia and Japan. How long this will continue, nobody knows; nor can anybody predict the eventual fate of the accumulation of current periodical files in warring countries. Another matter on the knees of the gods is the fate of subscriptions placed by American libraries in the event that communication with the continent is completely severed, or that payments can no longer be made to foreign accounts in New York banks."

#### **Notable Exhibits of the Autumn**

**Scripps College:** "Fine Books" loaned by John I. Perkins of Los Angeles, on display in both the Library and the Art Building. According to Librarian Dorothy Drake, this is the college's "grand gesture" to the 500th anniversary of printing.

**Southern California:** Featured in a typographic display is a printer's press constructed and made to scale by Dr. Frank Baxter, professor of English and Book History; from it was printed a four-page leaflet.

**University of California, Los Angeles:** Manuscripts, first and illustrated editions of Hans Christian Andersen, loaned by the Danish-American actor, Jean Hersholt of Beverly Hills. This was the first showing of Mr. Hersholt's collection, which is the finest and most extensive outside of the Andersen museum in Denmark.

**Mills College** featured the hundred great books upon which St. John's College bases its curriculum.

#### **Notable Acquisitions**

**U. C. L. A.:** Books and pamphlets relating to the British in India from the library of the late Arnold Stutz.

**Clark Library, U. C. L. A.:** Bret Harte collection from the library of the late Willard S. Morse.

**Southern California:** Four author collections—Henry van Dyke, Vincent Starrett, Thomas Nelson Page, Edgar Lee Masters—from the Morse library.

#### **Staff and Policy Changes**

**Stanford:** Alice N. Hays, associate librarian and chief of the reference division, retired August 1940, after 39 years of service on the Stanford staff. She is now associate librarian emeritus and honorary curator of Stanfordiana.

**U. C., Berkeley:** Jerome K. Wilcox, from assistant to associate librarian; Jens Nyholm, assistant librarian; Frank A. Lundy, head of accessions division.

**Ventura Junior College:** Jean Campbell appointed librarian to succeed Franz Schick, who resigned to continue graduate study at the University of California.

**Scripps College:** A test year is being tried of the catalog divided into two sections: author-title and subject. All fines have been discontinued. Instead of "Rules and Regulations" the new slogan is "Privileges and Responsibilities."

#### **A New Catholic Library**

A distinguished addition to the libraries of southern California is that of the newly dedicated St. John's Seminary at Camarillo in Ventura County. The building, which is the gift of Mrs. Edward Laurence Doheny in memory of her husband, houses in a suite of Treasure Rooms Mrs. Doheny's private library of several thousand rarities which she has given to the Seminary. A catalog of the collection, compiled by Lucille V. Miller, has been printed by the Ward Ritchie Press in an edition of one hundred copies.

### Conference

The Conference of College and University Librarians of Southern California sponsored a meeting at George Pepperdine College on November 9. Courtenay Monsen, member of the Speakers Bureau of the Institute of Propaganda Analysis, spoke on "Propaganda and the College and University Libraries." Hugh Tiner, president of the College, spoke in the afternoon.

### Librarians Outside the Walls

Last summer while teaching at U.C.L.A.'s summer session in Librarianship, Dr. Evelyn Steel Little, Librarian of Mills College, learned how to set type at the Ward Ritchie Press in Los Angeles. For her first effort she chose to print the following paragraph:

### BRITAIN

I see her, not dispirited, not weak, but well remembering that she has seen dark days before; indeed, with a kind of instinct that she sees a little better in a cloudy day, and that in storm of battle and calamity she has a secret vigour and a pulse like a cannon. I see her in her old age, not decrepit, but young, and still daring to believe in her power of endurance and expansion. Seeing this I say: All hail! Mother of nations, Mother of heroes, with strength still equal to the time; still wise to entertain and swift to execute the policy which the mind and heart of mankind requires in the present hour.

*It was written by Ralph Waldo Emerson, in 1847.*

## C. L. A. MEMBERSHIP—1941

MABEL INNESS  
Chairman, Membership Committee

Are you a member of C. L. A.? If you are you will want to renew, in January, your membership.\* If you are a young librarian in your first position you will want to take this important step toward professional development.

We all need to broaden our outlook by contacts with others in our profession who face similar problems and who are interested in attaining similar results.

Can you afford not to join your state association?

This year under the new constitution, each member will have the opportunity of voting in both district and state elections, as they are to be carried on by mail. More emphasis is being placed on district activities and thus, as well as

through the work of the state committees, we hope to stimulate a more active interest in C. L. A.

Each member will receive the excellent C. L. A. *Bulletin*, which keeps us informed of the work of our committees and the progress in the library world and creates enthusiasm for new frontiers.

The seven district presidents together with the first vice president of C. L. A., who is chairman ex-officio, constitute the membership committee for 1941.

\* Members are reminded of the revised By-Law (Art. II, Sec. 4) which reads: "UNPAID DUES. Any member whose dues are unpaid on April 1st of a given year shall be notified by the Executive Secretary that if payment is not made by May 1st, he shall be dropped from membership rolls of the Association." Re-joining at a later date will involve payment of the initiation fee again.

## QUARTER CENTURY OF SERVICE HONORED

In honor of his twenty-five years of service at the Huntington Library, the staff recently gave an informal dinner to Leslie Edgar Bliss, the Librarian, and Mrs. Bliss. Six members of the staff who have been associated with the Library twenty years or more, and their wives, were also honored guests. The men were Lodewyk Bendikson, Herman R. Mead, Cecil K. Edmonds, Ralph J. Gifford, Robert O. Schad, and Willard O. Waters.

Mr. Bliss joined the staff of Mr. Huntington's private library in New York on November 15, 1915. He came to California in 1920, when the library was transferred to the new building constructed for it at San Marino. Mr. Bliss

became Librarian of the Henry E. Huntington Library and Art Gallery in September, 1926. During his quarter century of service he has seen the library develop from a small private collection to one of the world's most noted research libraries. He has seen its use develop from days when the occasional visit of a scholar was noteworthy to a time when the average number of readers daily runs into scores.

At the close of the dinner, Max Farrand, Director of Research, expressed the appreciation and good wishes of the Board of Trustees to the Librarian and the other honored guests. A gift of silver and crystal was presented to Mr. and Mrs. Bliss by the staff.

## AN INFORMED PUBLIC OPINION

National policies, domestic and foreign, will be constantly in the making and we must search for the best possible guidance to what is the best direction for our future security. The making of these policies will depend on an informed public opinion and print has a part to play from now on, such as it has never had before.

... Let us not believe that the next duty of the press is to make military posters, but that the next opportunity is to produce more and more interpretations of the critical issues of the day and of the immediate future.

FREDERIC G. MELCHER

*in the Publishers Weekly Nov. 9, 1940*

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